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ABSTRACT

Supporting performance objective 85 of the V-TECS (Vocational-Technical Education Consortium of States) Secretarial Catalog, both a set of student materials and an instructor's manual on typing postal cards are included in this packet. (The packet is the seventh in a set of fifteen on typewriting--CE 016 920-934.) The student materials include a pretest and a posttest, a master for simulated post cards, a learning activity, a check-out activity, and an instructor's evaluation guide for the check-out activity. The instructor's manual includes a program description and outline, a list of required supplies and equipment, answer sheet for the posttest, and the narrative for a filmstrip. The materials are designed for self-paced individual instruction and may be adapted for use with large groups. (A separate booklet--CE 016 911--lists contents for the fifteen packets in this set along with those in several other sets--seventy-eight packets in all--based on the same V-TECS catalog.) (VB)

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TYPING POSTAL CARDS

STUDENT'S MANUAL

Prepared by

Mrs. Jane Snapp

These materials support
Performance Objective 85 of the
V-TECS Secretarial Catalog

State Department of Education
Office of Vocational Education
Office Occupations Education
Columbia, South Carolina 29201

In Cooperation With

Vocational Education Media Center
Clemson University
Clemson, South Carolina 29631

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

PERFORMANCE OBJECTIVE

Given five postal cards, a list of addresses, rough-draft copy, and necessary supplies, you will demonstrate your ability to type the copy and the addresses onto the postal cards using the format specified by your instructor. A checklist will be used to rate your performance. All items must receive an acceptable rating.

PERFORMANCE GUIDE

When typing postal cards in the Learning and Check-Out Activities, follow these steps:

1. Select the necessary supplies.
2. Make necessary typewriter adjustments for postal cards.
   a. set appropriate margins and tabs
   b. adjust the line space regulator
   c. adjust the paper bail rollers
3. Insert the card and type the copy onto it using chain feeding techniques.
4. Proofread each card carefully, correct all errors, and then remove the card from the typewriter.

To complete the objectives as given in this program on typing postal cards use this outline of activities:

1. Complete the pre-test.
2. Watch the filmstrip program entitled, TYPING POSTAL CARDS.
3. Complete the post-test.
4. After successfully completing the post-test, complete the Learning Activities provided.
5. Complete the Check-Out Activities provided.
6. Have each activity evaluated by the instructor before advancing to the next one.
7. Submit all work completed as directed by the instructor.

Name _____

TYPING POSTAL CARDS

PRETEST

Directions: Fold this sheet lengthwise at the fold line.
Respond to the items by writing your answer in the blank under the Answer column.
When you have finished, check your answers by folding out the Correct Answer column.

Questions	Your Answer	Correct Answer
1. Can you type?	1. Yes-No	
2. Can you type using chain feeding techniques?	2. Yes-No	
3. Do you know how to operate the following parts of a typewriter? a. paper bail rollers b. centering scale c. line space lever	3. a. Yes-No b. Yes-No c. Yes-No	
4. Can you make proper corrections on typed copy?	4. Yes-No	
If you answered "No" to any of the above questions, check with your instructor before continuing with the program. If all questions were answered "Yes", continue with this pre-test.		
5. The return address on a postal card is aligned by spacing down____ from the top edge and over ___ spaces from the left edge.	5. _____ _____	two three
6. On the message side of a postal card, come down ___ spaces to begin the date.	6. _____	three
7. The____ generally comes after the date on a postal card.	7. _____	salutation
8. If there is no salutation used on the postal card, you should (double, triple) space after the date and type the message.	8. _____	Triple
9. The message should be (single, double) spaced.	9. _____	Single
10. The____ close is generally omitted on a postal card.	10._____	complimentary

Fold Here

Name _____

Evaluation _____

TYPING POSTAL CARDS

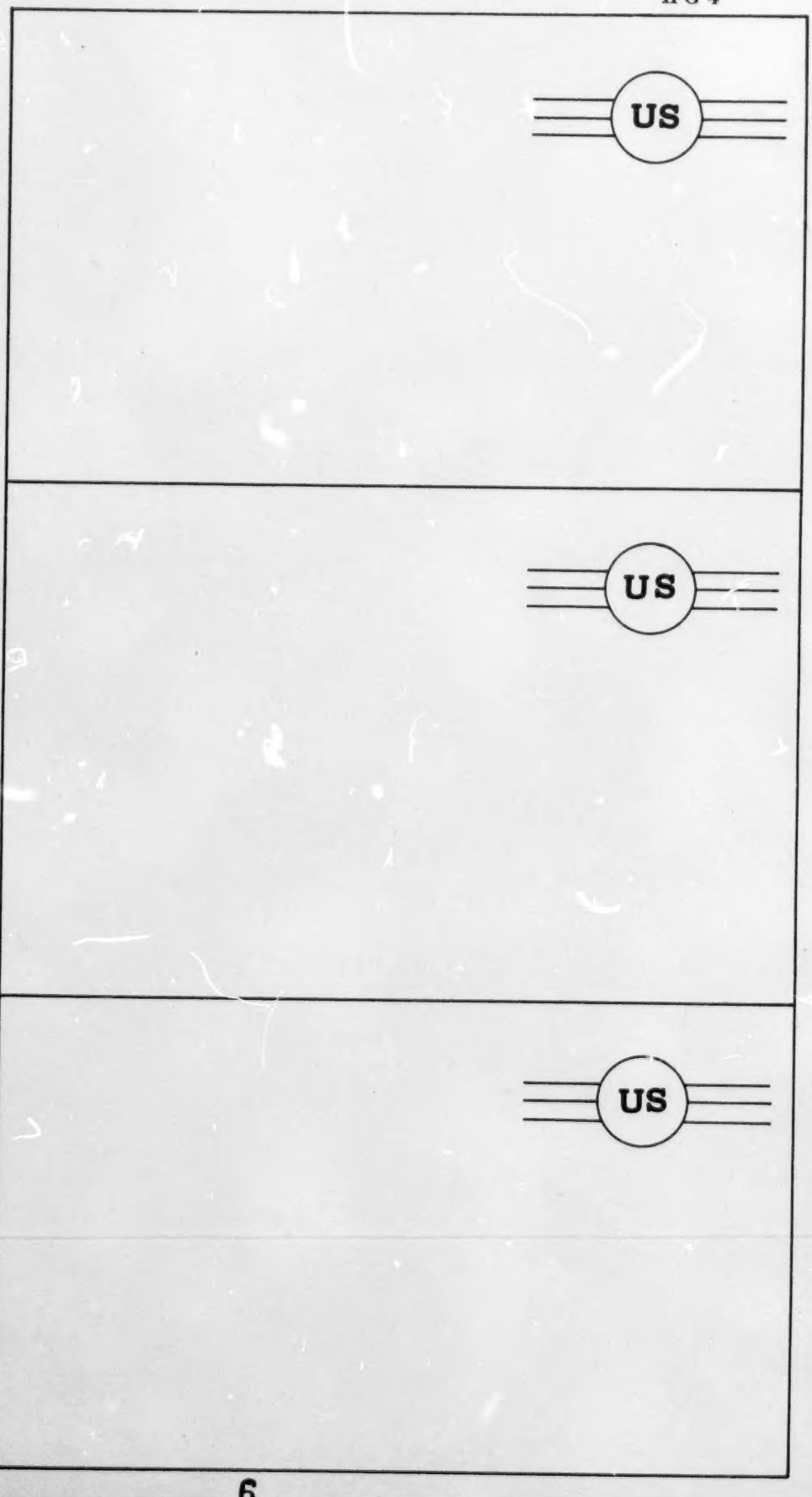
POST-TEST

Directions: Respond to the items by writing your answer in the blank under the Answer column. When you have finished, turn in this sheet to your instructor for evaluation.

Questions	Your Answer	Acceptable ✓	Not Acceptable X
1. Postal cards cost (less, more) to mail than sealed envelopes.	1. _____		
2. You must center postal cards in the typewriter using the ___ scale.	2. _____		
3. The _____ rollers should be adjusted to fit the postal card approximately one inch (2.5 cm) from each side.	3. _____		
4. To type the return address on a postal card, you should space down ___ spaces from the top edge and over ___ spaces from the left edge of the card.	4. _____ _____		
5. The left and right ___ of a postal card should be even.	5. _____		
6. The ___ address is always omitted on the message side of a postal card.	6. _____		
7. ___ space paragraphs in the message of postal cards and ___ space between paragraphs.	7. _____ _____		
8. The ___ ___ may be omitted on a postal card at the end of the message.	8. _____ _____		
9. The signature may be handwritten or typed at center point or at the ___ margin.	9. _____		
10. You should remember to ___ the postal card before removing it from the typewriter.	10. _____		

DIRECTIONS:

Using a paper cutter, cut these post cards to use in the following activities. You will need 10 cards.



Learning Activity
for
TYPING POSTAL CARDS

Type the message below on 5 postal cards using the addresses provided:

(1)	Mr. James R. Bowen 456 Credence Avenue Landrum, SC 24778	No. 578
(2)	Mr. and Mrs. Clarence Adams Route 7, Box 6788A Adamsburg, SC 24533	No. 579
(3)	Ms. Jeanne Conway Eastside Apartments Eastway, SC 27789	No. 580
(4)	Mrs. Agnes W. Simmons General Delivery White Stone, SC 29386	No. 581
(5)	Mr. and Mrs. Charles Reeves 298 E. Pineridge Road Spartanburg, SC 29302	No. 582

MESSAGE: The Moore Furniture Company observes its 25th anniversary this week. Come help us celebrate!

Free gifts will be given to customers who bring their cards and match the lucky numbers. Your number is (fill in number here according to the number provided above beside the corresponding address).

We look forward to seeing you in our store.

Return address for the postal cards:

The Moore Furniture Company
879 East Main Street
Moore, SC 29387

Type no signature since the postal cards are to be signed by the manager in his handwriting. He has instructed you to sign the cards for him after the message on each card. His name is Frank Ames.

UPON COMPLETION, SUBMIT THIS WORK FOR EVALUATION.

CHECK-OUT ACTIVITY
for
TYPING POSTAL CARDS

Type in final form on 5 postal cards the message shown in rough draft form. Use the addresses provided in Learning Activity No. 1.

MESSAGE: Thank you for your visit during the week of our 25th anniversary.

We look forward to seeing you in the store soon again. Our new line of summer yard furniture has just arrived. ~~Enjoy the out-of-doors with~~ our new easy-payment plan will enable you to enjoy the out-of-doors by allowing you to buy just the pieces you need for your yard.

Hurry and save while our limited supply of summer furniture lasts!

RETURN ADDRESS:

The Moore Furniture Company
879 East Main Street
Moore, SC 29387

Sign the cards for Frank Ames.

UPON COMPLETION, SUBMIT THIS WORK FOR EVALUATION.

Name _____

Instructor's Evaluation Guide
for

TYPING POSTAL CARDS

PERFORMANCE CRITIQUE:

Excellent . . . . . ___
Good . . . . . ___
Fair . . . . . ___
Needs Improvement . . . ___

ACTIVITY — CHECK-OUT ACTIVITY	Evaluation	
	Acceptable	Unacceptable
1. Used specified format.		
2. Aligned copy properly.		
3. Corrected all errors neatly.		
4. Typed address within the area read by optical scanner equipment.		
5. Used chain-feeding techniques.		

TYPING POSTAL CARDS

INSTRUCTOR'S MANUAL

Prepared by

Mrs. Jane Snapp

These materials support
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PROGRAM DESCRIPTION

TYPING POSTAL CARDS is an individualized, self-instructional program developed for use in a typing and/or office procedures course to teach the proper format of typing postal cards.

For the list of objectives for this program, see the Student's Manual

PROGRAM OUTLINE

--Duplicate copies of the postal cards for the student.
--Have the student cut out the forms using scissors or a paper cutter.
--Check the list of supplies and equipment required. Have all items available during this program.
--Duplicate and distribute to the student the objectives for this program.
--Administer the pre-test.
--If the student(s) meet(s) the entering objectives, continue with the program. You may need to administer remedial skill-building work if the student does not meet the entering objectives.
--Show the filmstrip program, "Typing Postal Cards."
--Administer the post-test. (Answers are provided in the Instructor's Manual.)
--Have the student(s) complete the Learning Activities.
--Have the student(s) complete the Checkout Activities.
--Instruct the student(s) to submit (or file) all work completed along with the evaluation results as recorded by the instructor.
-Evaluate the effectiveness of this program based on the needs of your students.

SUPPLIES AND EQUIPMENT REQUIRED

You will need:

1. A typewriter for the student.
2. Typewriter cleaning materials.
3. Duplicated materials as listed above.
4. A filmstrip projector.
5. A cassette tape player.
6. A copy of the *ZIP Code Directory* (if available).
7. A copy of the *Mailers Guide*(available free upon request from your local post office).

Instructor's Answer Sheet
for post-test
TYPING POSTAL CARDS

1. less
2. centering
3. paper bail
4. 2, 3
5. margins
6. inside or return (either answer would be correct)
7. single, double
8. complimentary close
9. left
10. proofread

NARRATION

Typing Postal Cards

1. Title
2. Credit
3. Postal cards are specially printed forms sold by the post office.
4. Postal cards are useful in mailing special notices, sales announcements, reminders, and very short messages. Their format is simpler than formal business letters and handling is simplified because there is no envelope to prepare.
5. Postal cards cost less to mail than sealed envelopes.
6. Postal cards may be purchased individually or in sheets of 40, which may be used for printing.
7. Chain feeding should be used when typing large quantities of postal cards as production is increased.
8. Measuring 5-1/2 by 3-1/4 inches, (14cm X 8.25 cm) a postal card has 19 vertical line spaces.
9. Center the card in your typewriter using the paper scale.
10. Remember to adjust the paper bail rollers to fit the card. The rollers should be placed approximately 1 inch (2.54 cm) from each side.
11. To type the address side of a postal card: Come down 2 line spaces from the top edge and 3 spaces to the right of the left edge to type the return address.
12. Space down 2 inches (5.08 cm) from the top and over 2-1/2 inches (6.35 cm) from the left edge to type the mailing address.
13. On the message side of the postal card, space down 3 line spaces from the top edge and over 4 spaces from the left edge to type the date.
14. The right margin should be even with the left margin.
15. The inside address is omitted on postal cards.
16. Triple space after the date to type the salutation, if one is used.
17. Double space after the salutation and type the message using single spacing. Double space between paragraphs.
18. Omit the complimentary close.
19. Leave two or three blank lines for a signature. The name may be typed below the written signature; however, typing the name is not necessary.

20. If used, the name and title are typed at the left margin.

21. Proofread the typed postal card before removing it from the typewriter.